

FAIR CREDIT REPORTING ACT DISCLOSURE AND AUTHORIZATION

Through this document, it is being disclosed to me and I understand that a Consumer Report or Investigative Consumer Report may be prepared about me as a part of my employment and/or continued employment (this includes volunteers and contracts for service). An “investigative consumer report” includes information as to your character, general reputation, personal characteristics and mode of living.

I authorize _____ to procure a Consumer Report from Data Facts, Inc. and its agents to retrieve necessary information and prepare such Consumer Report. I hereby, authorize all persons, schools, corporations, government agencies or other organizations to release information regarding my personal, employment and educational history, including law enforcement records without restrictions. If an Investigative Consumer Report is procured then “A Summary of Your Rights under the Fair Credit Reporting Act” will be provided to you at the time you receive this disclosure and authorization. I understand that my consent will apply throughout my employment, to the extent permitted by law.

I may request a copy of any report that is prepared regarding me and “A Summary of Your Rights, under the Fair Credit Reporting Act”. I may also request the nature and substance of all information about me contained in the files of the consumer reporting agency. I understand I have a right to inspect those files with reasonable notice during regular business hours. The consumer reporting agency is required to provide someone to explain the contents of my file. I understand proper identification will be required and I should direct my request to: **Data Facts, Inc. PO Box 4276, Cordova, TN 38088-4276 (800)264-4110, 901-685-7599 www.datafacts.com**

May your current employer be contacted yes no not currently employed post hire only

California, Minnesota, or Oklahoma – Are you employed in, seeking employment in or a resident of one of these states? If so, do you wish to receive a copy of any Consumer Report of which you are the subject of? yes no
 yes no

Maine and New York – You have the right, upon request, to be informed of whether a Consumer Report about you was requested by the above name company.

Signature of Applicant or Employee	Date
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The following is for identification purposes (to perform the background check and will not be used for any other purpose)

First Name	Middle Name	Last Name	
Drivers License #	State Issued		
Social Security Number	Date of Birth		
Current Address		City	
State	Zip Code	County	Length at Address
Previous Address – list any counties, cities, states you have lived in the previous 7 years			
Other Names – list any other last names you have used in the previous 7 years			
Education - List any other last name under which you received your GED, High School Diploma or other academic credentials			